

21/7/2021

**INVOICING ÄÄNEKOSKEN ENERGIA OY**

Dear partner,

We have changed to electronic invoice processing and hope to receive invoices electronically. If your company does not have the ability to issue e-invoices or send invoices to our e-mail billing address, you can use the address of our invoice scanning service to send paper invoices. We will no longer accept invoices to our visiting address. The delivery address for paper and e-mail invoices is the mailbox address shown below.

Please note that no material other than invoices and their scannable attachments may be sent for scanning. No other material (e.g., letters of formal notice, receipts, business gifts, credit cards, admission tickets) will be transmitted through the scanning service. When sending invoices to the scanning service, either by e-mail or post, make sure that the address of the scanning service is specified exactly on the invoice (and the envelope). Otherwise, the transmission of the invoice to our system may be delayed for several days. By following these instructions, you can best ensure that your invoices are routed through our approval cycle without delay and are paid into your account on due dates.

Our billing addresses are:

Äänekosken Energia Oy

**1) E-invoicing:**

E-invoice address: 003709177638

Operator / broker ID: Ropo Capital Oy (003714377140)

**2) E-mail invoices:**

The invoice must have the following address information:

Äänekosken Energia Oy

09177638

PL 8075

02066 DOCUSCAN

The invoice must be sent by e-mail as a single attachment in PDF-format to:

**skannauspalvelu@ropocapital.fi**

and enter the following in the email address field:

**INVOICE, PL 8075**

- One invoice can be sent in one e-mail
- The invoice and its attachments must be in the same PDF file
- PDF files must not be locked or password protected.
- The allowed characters for the PDF file name are 0-9, A-Z, a-z.
- Any text in the body of the e-mail is ignored when processing the invoice: the invoice information must be in the actual pdf-file

The word "invoice" or "credit memo" should be read on the invoice.

**3) Paper invoice scanning service:**

The paper invoice and envelope must have the following address information:

Äänekosken Energia Oy

09177638

PL 8075

02066 DOCUSCAN

FINLAND

Our VAT-ID is FI09177638

Best regards,

Äänekosken Energia Oy

Päivi Isosaari

Financial and administrative manager